

COUNTY OF MAUI  
PLANNING DEPARTMENT  
250 SOUTH HIGH STREET  
WAILUKU, HAWAII 96793  
TELEPHONE: (808) 270-7735    FAX: (808) 270-7634

**LANAI PLANNING COMMISSION**  
**LAND USE COMMISSION SPECIAL USE PERMIT**

SOURCE OF LEGAL AUTHORITY:      Chapter 205, Hawaii Revised State Land Use  
Commission Rules of Practice and Procedure  
and District Regulation, as amended.

**INFORMATIONAL SHEET**

A Land Use Commission Special Use Permit may be obtained when a certain "unusual and reasonable" uses within the Agricultural and Rural Districts other than for which the district is classified may be permitted provided certain criteria are met.

Upon submittal of the Land Use Commission Special Use Permit Application, it will be reviewed for completeness.

Upon certification of completeness, a hearing will be scheduled with the Lanai Planning Commission to review and act upon the request.

Between the date of certification of completeness and Planning Commission hearing, the following must be completed:

**APPLICANT**

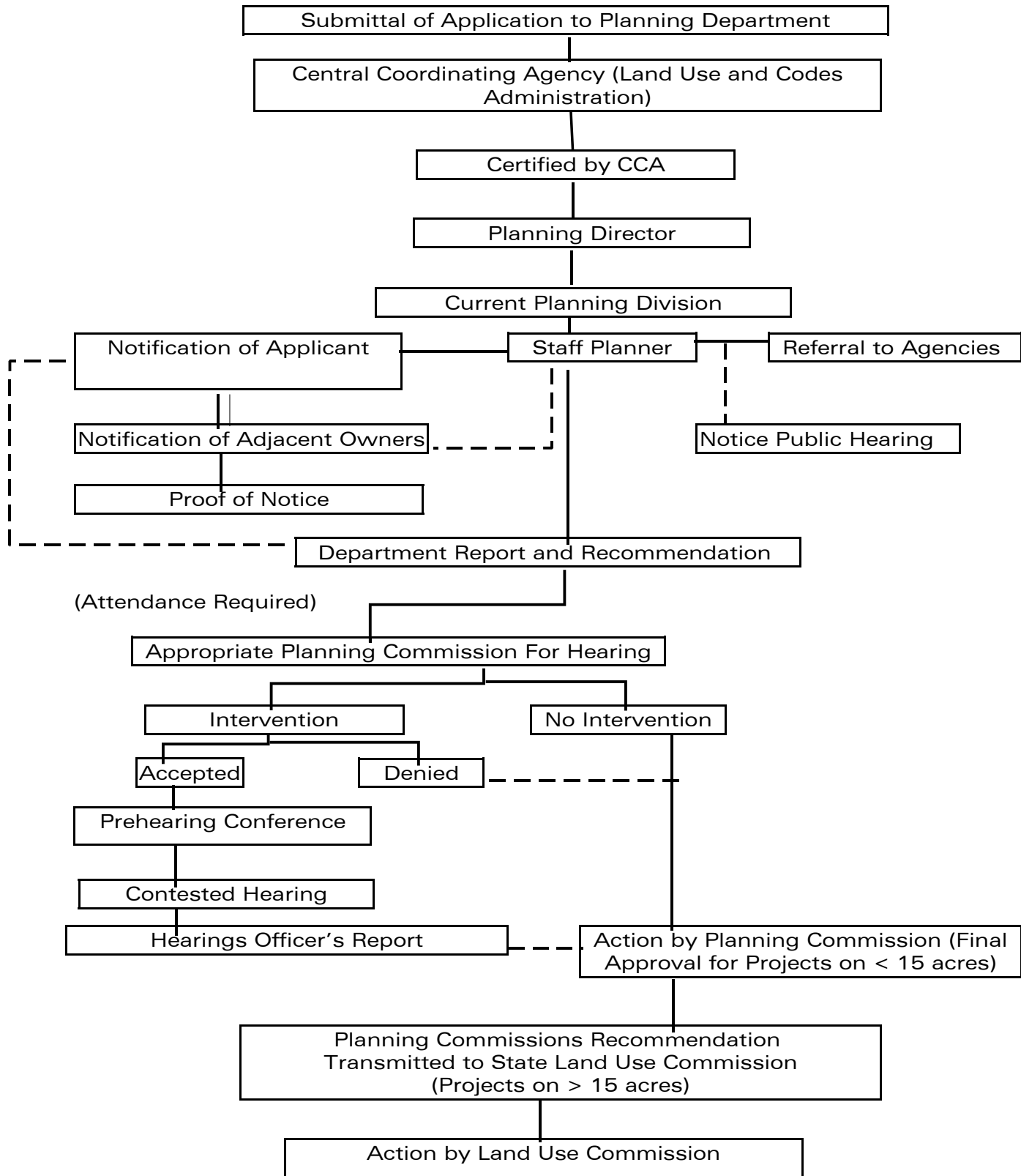
Notification of hearing date by certified mail. (Notification letter to surrounding owners and lesses are not to be mailed after listing and map are checked and verified, application accepted, and public hearing scheduled. A location map of the proposed project shall be sent with the notice (form attached). Said notification shall be done 25 days prior to the public hearing.)

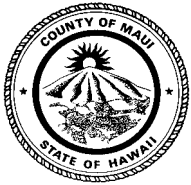
**PLANNING DEPARTMENT**

- Referral to other agencies for comments
- Preparation of report

# LAND USE COMMISSION SPECIAL USE PERMIT

## FLOW CHART





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DEPARTMENT OF PLANNING  
250 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
TELEPHONE: (808) 270-7735 FAX: (808) 270-7634

APPLICATION TYPE: LAND USE COMMISSION SPECIAL USE PERMIT

DATE: \_\_\_\_\_ VALUATION: \$ \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_

TAX MAP KEY NO.: \_\_\_\_\_ CPR/HPR NO.: \_\_\_\_\_ LOT SIZE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE:(B) \_\_\_\_\_ (H) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (B): \_\_\_\_\_ (H): \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

AGENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (B): \_\_\_\_\_ (H): \_\_\_\_\_ FAX: \_\_\_\_\_

EXISTING USE OF PROPERTY: \_\_\_\_\_

CURRENT STATE LAND USE DISTRICT BOUNDARY DESIGNATION: \_\_\_\_\_

COMMUNITY PLAN DESIGNATION: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

OTHER SPECIAL DESIGNATIONS: \_\_\_\_\_

**LAND USE COMMISSION SPECIAL USE PERMIT APPLICATION**  
**REQUIRED SUBMITTALS**

- \_\_\_\_\_ 1. Evidence that the applicant is the owner or lessee of record of the real property.
- \_\_\_\_\_ 2. A notarized letter of authorization from the legal owner if the applicant is not the owner.
- \_\_\_\_\_ 3. List of landowners and recorded lessees of real property abutting the subject parcel and across the street. This list should be obtained from the most current available list at the Maui County Department of Finance, Real Property Division. This list should include the Tax Map Key number and the names and addresses of all owners and lessees to be notified, including a map drawn to scale, clearly defining the adjacent parcels affected.
- \_\_\_\_\_ 4. Photographs (preferably slides) of the project site.
- \_\_\_\_\_ 5. A **non-refundable** filing fee (See Fee Schedule, Table A). Checks payable to ***County of Maui, Director of Finance.***

**One Original and One Copy**

- \_\_\_\_\_ 1. Description of the proposed use.
- \_\_\_\_\_ 2. Reason(s) justifying the request.
- \_\_\_\_\_ 3. Plot plan of the property, drawn to scale, to include but not be limited to, existing and proposed structure(s) (architectural plans to include elevation, sections, floor plans, etc.), driveway access, parking area, etc.
- \_\_\_\_\_ 4. A report identifying reason proposal is a "reasonable and unusual use" pursuant to Chapter 15 Land Use Commission Rules, Subchapter 12, Special Use Permits.

After the Planning Department has reviewed the application packet for suitability of transmittal to agencies, the Planning Department will contact the applicant to produce the additional sets of the application packet for agency transmittal.

## LANAI PLANNING COMMISSION

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

Please be informed that the undersigned has applied to the Lanai Planning Commission of the County of Maui for a Land Use Commission Special Use Permit at the following parcel(s):

1. Tax Map Key: \_\_\_\_\_
2. Location: In the vicinity of \_\_\_\_\_
3. State Land Use Designation: \_\_\_\_\_
4. Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT

Public Hearing Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Attached please find a map identifying the location of the specific parcel being considered in the request for Land Use Commission Special Use Permit Application.

The hearing is held under the authority of Chapter 92, Hawaii Revised Statutes, Title 15 of the Hawaii Administrative rules, and the Lanai Planning Commission rules.

Petitions to intervene shall be in conformity with §12-401-20, 12-401-40 and 12-401-43 of the Rules of Practice and Procedure for the Lanai Planning Commission and shall be filed with the commission and served upon the applicant no less than ten days before the first public hearing date. Filing of all documents to the commission is c/o the Maui Planning Department, 250 South High Street, Wailuku, Maui, Hawaii 96793.

The computation of time begins with the day following the act, event, or default, and includes the last day of the period unless it is a Saturday, Sunday or legal state holiday in which event the period runs until the end of the next day which is not a Saturday, Sunday or state holiday. When the prescribed period of time is 10 days or less, Saturdays, Sundays, or state holidays within the designated period shall be excluded in the computation.

Testimony relative to this request may be submitted in writing to the Lanai Planning Commission, 250 South High Street, Wailuku, Maui, Hawaii 96793, or presented in person at the time of the public hearing.

Information relative to the application is available for review at the Planning Department, 250 South High Street, Wailuku, Maui, Hawaii, at telephone (808) 270-7735; toll-free from Molokai 1-800-272-0117, extension 7735; and toll-free from Lanai 1-800-272-0125, extension 7735.

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

NOTARIZED AFFIDAVIT OF MAILING

\_\_\_\_\_, being first duly sworn on oath, deposes and says that:

1. Affiant is the applicant for a \_\_\_\_\_ for land situated at \_\_\_\_\_, TMK: \_\_\_\_\_.
2. Affiant did on \_\_\_\_\_, 20 \_\_\_\_\_, deposit in the United States mail, post paid, by certified or registered mail and delivery to addressee, a copy of a Notice of Hearing, a copy of which is attached hereto as "Exhibit A" and made a part hereof, addressed to each of the persons identified on "Exhibit B", attached hereto and made a part hereof.
3. Thereafter there was returned to the Office of Affiant the United States Post Office Certified or Registered Mail Receipts, which are attached hereto as "Exhibit C" and made a part hereof.

Further Affiant sayeth naught:

\_\_\_\_\_

COUNTY OF MAUI  
DEPARTMENT OF PLANNING

ZONING AND FLOOD CONFIRMATION REQUEST FORM

APPLICANT: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS AND/OR LOCATION: \_\_\_\_\_

TMK NUMBER(S): \_\_\_\_\_

**ZONING INFORMATION**

STATE LAND USE \_\_\_\_\_ COMMUNITY PLAN \_\_\_\_\_

COUNTY ZONING \_\_\_\_\_ SPECIAL DISTRICT \_\_\_\_\_

OTHER \_\_\_\_\_

**FLOOD INFORMATION**

FLOOD HAZARD AREA\* ZONE \_\_\_\_\_

BASE FLOOD ELEVATION \_\_\_\_\_ mean sea level, 1929 National Geodetic  
Vertical Datum or for Flood Zone A0, FLOOD DEPTH \_\_\_\_\_ feet.

FLOODWAY [ ] Yes or [ ] No

FLOOD DEVELOPMENT PERMIT IS REQUIRED [ ] Yes or [ ] No

\* For flood hazard area zones B or C; a flood development permit would be required if any work is done in any drainage facility or stream area that would reduce the capacity of the drainage facility, river, or stream, or adversely affect downstream property.

\*\*\*\*\*

**FOR COUNTY USE ONLY**

REMARKS/COMMENTS: \_\_\_\_\_

- ☐ Additional information required.
- ☐ Information submitted is correct.
- ☐ Correction has been made and initialed.

Reviewed and Confirmed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Zoning Administration and Enforcement Division

09/03